

ADMINISTRATIVE
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7 DEC 1976

MEMORANDUM FOR: Acting Director of Research and
Development

THROUGH: Career Service Panel/ORD

SUBJECT: Recommendation for Promotion -
[redacted] GS-5 to GS-6

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1. This memorandum is intended to provide specific information in support of the subject recommendation for promotion of [redacted].

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2. [redacted] is a high school graduate and a recipient of a certificate in typing and liberal arts for two years' work at Williamsport Area Community College in Pennsylvania. She joined the Agency in June 1973 as a GS-3 clerk-typist. Prior to her present position in TCR/ORD, she held several positions in CRS as a records clerk and as an intelligence clerk-typist. In November 1974 she was promoted to GS-5.

3. [redacted] came to ORD in July 1975 as secretary to the Ground Collection Technologies Branch of the Technical Collection Research Division. During the last 17 months, she has quickly learned many new duties and has capably shouldered an exceptionally heavy workload. Our Division has been chronically understaffed with secretaries during this period; and Ms. Sweet, on several occasions, has filled in for an absent senior Division secretary. In spite of the consistently hectic environment, she correctly determines work priorities and is always pleasant and cooperative.

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4. [redacted] has also been very conscientious about improving her present skills and acquiring new ones through training courses. She has grown professionally in her current job and has the potential to advance to a senior secretarial position.

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approved

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5. For the reasons cited above, I recommend that promoted to GS-6. A GS-6 slot is available for this purpose in TCR/ORD.

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C/TCR/ORD/DD/S&T

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APPROVED:


Acting Director of Research
and Development

7 Dec 76
Date

Distribution:

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1 - CSP/ORD
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